

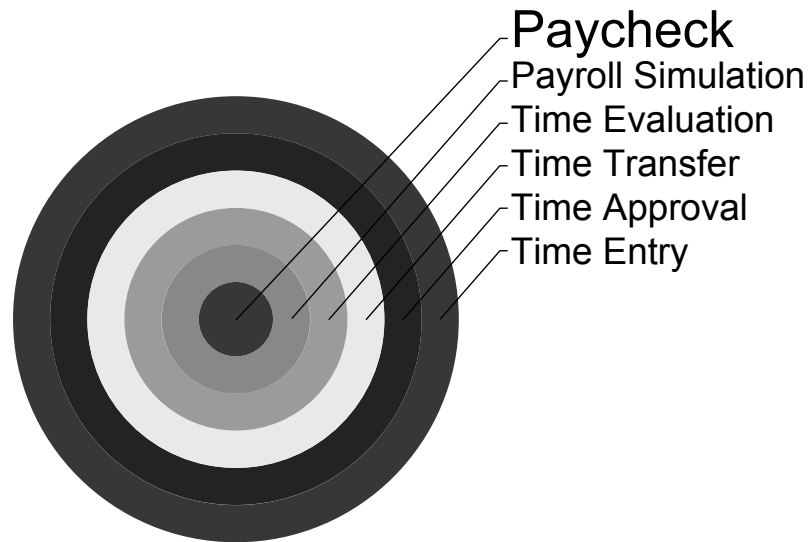


Time Recording and Time Approval

Chapter 1 – Overview

Overview

Time Entry – Payroll Process



There is a five (5) step process that must be performed at the Agency level by 2:00 pm on the Monday of the payroll processing in order for employees to be paid. They are:

Time Entry

Time Approval

Time Transfer

Time Evaluation

Payroll Simulation

If a holiday occurs on the payroll Monday, OPM will specify a deadline date for Agencies to complete their process.

Overview

Time Entry – Payroll Deadline

Hurry!
Deadline
Approaching



If changes to master data (i.e. changes to time sheets, etc) are made after the 5 step process has been completed, the entire 5 step process must be performed again for the affected employee(s).

The effective date of Master Data changes must not be earlier than the current payroll fiscal year begin date.

If Master Data needs to be corrected beyond this date, contact your Central Office or OPM – State Payroll Systems for assistance.



Overview

Absence/Attendance Type

Each form of attendance and absence is represented by an attendance/absence type, which describes the attendance or absence in more detail.

- Attendance (ATTN) hours would be a good example of attendance type.
- Annual (ANNL) leave would be an example of absence type.

For ease of data entry, the attendance type is stored in the system and defaults to ATTN (attendance hours) if no entry is made.

Refer to the HRTRC Quick Reference Guide (QRG) for a list of all Attendance and Absence Types.

Time entry integrates with other points in AASIS such as Leave and Payroll. For example, data that is entered in one place is tied to all human resource sub-components such as HR Master Data (work schedule, basic pay, benefits selections, etc) that dictate the time rules which drive the employee's pay which in turn affects financial accounting (cost centers and budgeting) and finally will pay the benefit carriers.

Specific attendance and absence types are defined for employees based on their personnel area and personnel sub-area.



Overview

Wage Type Premium

Wage Type examples:

- 1212 Shift Premium (5.5%)
- 1217 Maximum Security (5.5%)
- 1218 Hazardous Duty (5.5%)
- 1220 Maximum/Hazardous (11.0%)

Refer to the HRTRC Quick Reference Guide (QRG) for a list of all Wage Types.

In Time Recording, wage types equate to PREMIUM pay. A Wage type is used to make a distinction between different amounts of money or time units. Wage type codes are used to pay an employee up to the percentage above their normal rate of pay for which they are eligible.

Overview

Compensatory Time



Compensatory time earned is banked according to the non exempt employee's working week defined in the system.



When an employee is using compensatory time as an absence, record absence type CP10 (absence type for compensatory time earned at straight time (1.0)) or CP15 (absence type for compensatory time earned at overtime (1.5)), whichever is applicable, into CATS

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02/16/04, Revised to V4

1-6

For a 7-day work week, non-exempt employees who earn comp time in the first week of the pay period will not be able to use the comp time in the second week until the first week has been approved, transferred, and evaluated.

For a 14 & 28 day work week, the comp time will be available for use at end of the work period after it has been approved, transferred and evaluated.

Please remember that documentation should always be maintained for audit purposes.



Overview

Time Recording Methods

There are the two methods used to record time data in CATS:

➤ **Positive Time Recording**

Positive time recording is the process of recording **all** employee's time, (attendance and absences).

Non-exempt, non-exempt part time, and extra help are positive time recording and will be paid according to actual time recorded on their timesheets. If no time is recorded, the employee will not receive their pay. **(Positive time recording can also include any exempt employee (whether part time or full time) with a Time Management Status (TMS) of 1.**

➤ **Exception Time Recording (Note: You will also see this referred to as negative time recording throughout this guide.)**

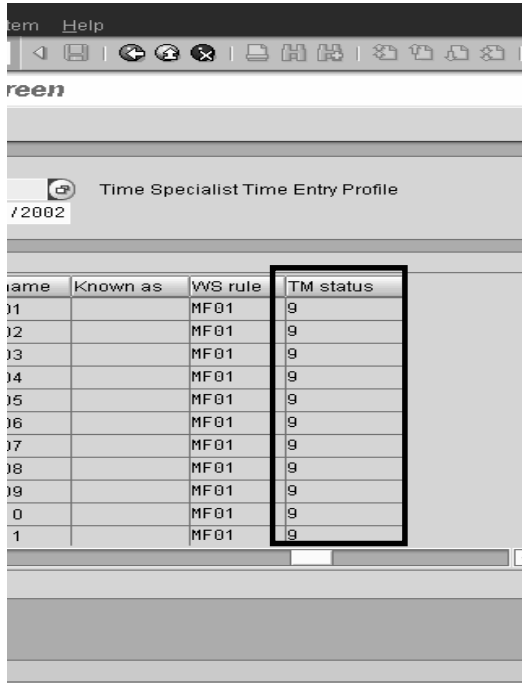
Exempt employees with an assigned work schedule. Absences can not be entered outside of the planned working time.

Positive Time Recording employees will have a Time Mgmt status of 1- Time evaluation of actual times while Exception (Negative) Time Recording employees will have a Time Mgmt status of 9 – Time evaluation of planned times.

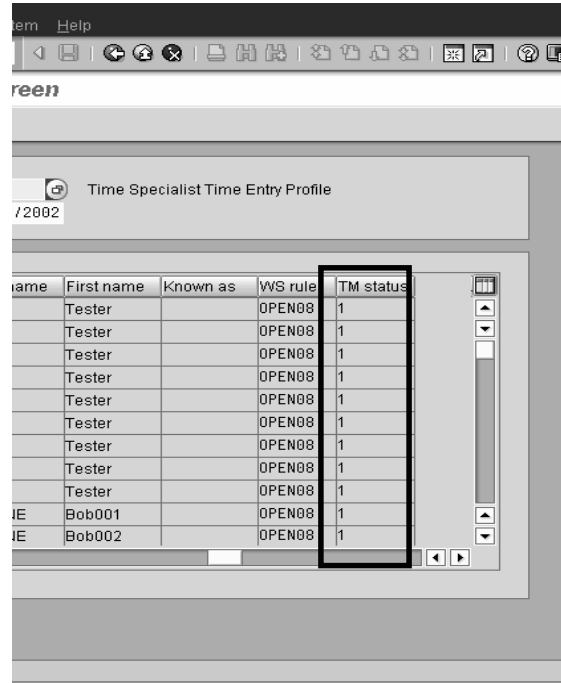
Part time exempt employees with a time management status – 9 will be paid based on their planned work schedule. They will be negative time recording; only record their exceptions to their work schedule. Part time exempt employees with a time management status – 1 will be paid on actual time worked. Absences must be entered on the timesheet according to work schedule (i.e. 50% employee will be 4 hours of leave)

Overview

Time Management Status



name	Known as	WS rule	TM status
01		MF01	9
02		MF01	9
03		MF01	9
04		MF01	9
05		MF01	9
06		MF01	9
07		MF01	9
08		MF01	9
09		MF01	9
0		MF01	9
1		MF01	9



name	First name	Known as	WS rule	TM status
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
Tester			OPEN08	1
IE Bob001			OPEN08	1
IE Bob002			OPEN08	1

‘TM status’ (Time Mgmt status) field indicates the way time is recorded for the employee.

1 – Time evaluation of actual times: This status indicates that time entry (attendance and absences) must be recorded on the employee in order for the employee to get paid. The system looks at actual times and pays them accordingly.

9 – Time evaluation of planned times: This status indicates no **attendance** time is recorded. The system automatically pays according to the work schedule planned for the employee.



Overview

Employee Sub-Area

Time sheet Edit Goto System Help

Time Sheet: Initial Screen

Data entry

Data entry profile TSSTD Time Specialist Time Entry Profile

Key date 06/23/2002

Person selection

Personn...	Name	Per...	Su...	E...	Cost ctr	Org.unit	Ti...	Lastname
50116	Bob101 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50117	Bob102 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50118	Bob103 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50119	Bob104 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50120	Bob105 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50121	Bob106 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50122	Bob107 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50123	Bob108 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50124	Bob109 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50125	Bob110 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO
50126	Bob111 DFA-Ex	FA01	NEL1	UE	383201	21690610	103	DFA EX BO

Time sheet Edit Goto System Help

Time Sheet: Initial Screen

Data entry

Data entry profile TSSTD Time Specialist Time Entry Profile

Key date 06/23/2002

Person selection

Personn...	Name	Per...	Su...	E...	Cost ctr	Org.unit	Ti...	Lastname
50039	Bob024 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50040	Bob025 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50041	Bob026 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50042	Bob027 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50043	Bob028 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50044	Bob029 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50045	Bob030 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50046	Bob031 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50047	Bob032 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50048	Bob033 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE
50049	Bob034 DFA-NE	FA01	OAL1	U0	383201	21690610	103	DFA NE

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1-9

The employee's personnel sub-area is a 4 digit alphanumeric code that indicates what type of leave and timekeeping rules are required for a given position.

Exempt employees are assigned a personnel sub-area that starts with N & non-exempt with O. For example:

NEL1 – Not eligible for overtime; accrues annual, sick, holiday, birthday.

OAL1 – Eligible for overtime with standard rule; accrues annual, sick, holiday, birthday.

Please refer to the Human Resource Coding Guide for a complete list of the Personnel Sub-areas.

Overview

Work Schedule Rule

These employees work Monday – Friday

name	Known as	WVS rule	TM status
01		MF01	9
02		MF01	9
03		MF01	9
04		MF01	9
05		MF01	9
06		MF01	9
07		MF01	9
08		MF01	9
09		MF01	9
0		MF01	9
1		MF01	9

Note: These employees works any day at any hour

name	First name	Known as	WVS rule	TM status
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
	Tester		OPEN08	1
IE	Bob001		OPEN08	1
IE	Bob002		OPEN08	1

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1-10

Work schedule rule defines the days of the week and the hours in each day an employee is expected to work. A work schedule that is assigned to each employee describes the way time is recorded, the type of work period used in determining compensatory time, and hours in the period. It is also used to determine the number of hours the employee accrues for a holiday.

For example:

OPEN08 – Holiday time earned – 8 hours

OP12.25 – Holiday time earned – 12.25 hours

OPEN 24 – Holiday time earned – 24 hours



Overview

Time Pairs

Time sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data entry period 01/06/2002 - 01/19/2002

LT	Pers.no.	CO...	A/A...	Wa...	Total	01/06	From	To	01/07	From	To	01/08	From	To	01/09	From	To	01/10	From
	50016				16.00	0.00			8.00			8.00			8.00			0.00	
	50016	ARK	ATTN		8.00				4.00	08:00	12:00	4.00	08:00	12:00					
	50016	ARK	ATTN		8.00				4.00	12:30	16:30	4.00	12:30	16:30					

Data entry view Release view Variable view Entry 1 of 3

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1-11

Time pairs are From and To times entered for the morning hours and From and To times entered for the afternoon hours. ASC (AASIS Support Center) recommends that Agencies enter time pairs in CATS. Agencies can, at their discretion, choose to enter Total Hours on each day worked instead of actual time pairs.